

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 200: Receipts

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SECTION 275: POSTING TO SOURCE OF RECEIPT LEDGER

1. General Description. This section describes the posting of receipt transactions to the SOURCE OF RECEIPT LEDGER. This subsidiary ledger for receipts is a computer-based file used to post all receipt transactions, both actual and estimated, coded by source of receipt code. A SOURCE OF RECEIPT LEDGER is maintained for the General Fund and Special Funds. The computer-based file in which these ledgers are maintained, however, also contains records of receipts for the Trust and Agency Funds and Bond Funds, but these records are for informational purposes only and are not a part of the central accounting system. The official records for the Trust and Agency Funds and Bond Funds are maintained separately by bookkeeping machine.
2. Purpose. The purposes for posting both actual and estimated receipt transactions to the SOURCE OF RECEIPT LEDGER are to free the related general ledger control account from a mass of detail postings and to provide comparative information between actual collections and receipt estimates. The detailed information is used by departments and agencies in monitoring collections against estimates, and it also provides DAGS Accounting Division with information for the preparation of other financial reports.
3. Scope. The receipt transactions posted to the SOURCE OF RECEIPT LEDGER include both routine types of postings and non-routine types of error corrections and adjustments made to previously recorded transactions. The accounting treatment of the non-routine types of error corrections and adjustments made via the ESTIMATED RECEIPT INPUT and JOURNAL VOUCHER merely involves the reversal of the previously recorded erroneous transaction. This section covers the routine types of postings made to the SOURCE OF RECEIPT LEDGER. The postings are described to familiarize departments and agencies with the accounting treatment of the entry to the SOURCE OF RECEIPT LEDGER. The specific postings include:
 - (a) Estimated receipts.
 - (b) Cash collections.
 - (c) Receipts outside the State Treasury.
 - (d) Receipt refunds and transfer within funds for an erroneous deposit.
 - (e) Cancellation of refund warrants.
4. Posting of Estimated Receipts.
 - (a) The estimated receipts data for the biennium period are extracted from the computer files maintained by the Department of Budget and Finance

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for the various budgetary programs. The initial biennium estimates are posted to the SOURCE OF RECEIPT LEDGER via computer tapes. Subsequent adjustments are input via the ESTIMATED RECEIPT INPUT form.

- (b) The recording of estimated receipts is identified by transaction codes 94 and 95. The postings to the SOURCE OF RECEIPT LEDGER, however, are indicated by an operation code (not the transaction code) as follows:
 - (1) L1 = To record the estimated receipts line entry as a creation, addition or reduction.
 - (2) L3 = To delete the estimated receipts line entry.
- (c) The posting treatment of the entry is an increase (debit) to the estimated receipts balances.

5. Posting of Collections.

- (a) All TREASURY DEPOSIT RECEIPTS coded by source of receipt code are posted to the SOURCE OF RECEIPT LEDGER.
- (b) The related receipt transaction codes include transaction codes 01 through 06, and transaction code 17 with source code 1999.
- (c) The posting treatment of the entry is an increase (credit) to the amount collected balance.

6. Posting of Receipts Outside the State Treasury.

- (a) The origin of this entry is the information furnished to the Comptroller by departments and agencies maintaining cash outside the State Treasury. The information is posted to the SOURCE OF RECEIPT LEDGER.
- (b) The transaction code is individually determined by the type of receipts being recorded.
- (c) The posting treatment of the entry to the SOURCE OF RECEIPT LEDGER is an increase (credit) to the amount collected balance.

7. Posting of Receipt Refunds and Transfer Within Funds for an Erroneous Deposit.

- (a) The origin of the receipt refund entry and transfer within funds for an erroneous deposit is the SUMMARY WARRANT VOUCHER. The SUMMARY WARRANT VOUCHERS are registered in the REGISTER OF AUDITED CLAIMS, and at the

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end of the month the summarized totals for the above transactions are posted to the SOURCE OF RECEIPT LEDGER.

- (b) The receipt refund transaction is identified by transaction code 27, and the transfer within funds by transaction code 37 in conjunction with source code 1999.
- (c) The posting treatment of both transactions is a decrease (debit) to the amount collected balance.

8. Posting of Cancelled Warrants.

- (a) The origin of the warrant cancellation entry is the WARRANTS CANCELLED, SAFORM C-53. At the end of the month, all cancelled warrants coded with a source of receipt code are posted to the SOURCE OF RECEIPT LEDGER.
- (b) The cancelled warrants transactions are identified by transaction codes 68, 69, 77 and 78.
- (c) The posting treatment of the entry is an increase (credit) to the amount collected balance.